

eTrade Document Exchange (eTDE) System

New user Checklist for accessing the eTDE system

November 11, 2010

CREATING A USDA E-AUTHENTICATION USER ACCOUNT

Access the eTDE Welcome Page on the internet at: <http://www.etde.usda.gov>. The eTDE Welcome Page provides a program overview and gives the user the option to “Login to eTDE” as a registered eAuthentication user, or to register with eAuthentication at: <http://www.eauth.egov.usda.gov/>.

Before creating a Level 1 or Level 2 eAuthentication account you may want to review the following rules for creating a password:

All passwords in eAuthentication (for Level 1 and Level 2 accounts) must adhere to the following criteria: ***Required Characters***

- 9 to 12 characters long
- Have one uppercase letter (A, B, C, etc.)
- Have one lowercase letter (a, b, c, etc.)
- At least 1 of these characters: 0 1 2 3 4 5 6 7 8 9 ! # \$ % = + : ; , ? ~ * -

Restricted Information (Do Not Use)

- Dictionary Words
- Profile Information Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.
- Your password will expire after 180 days.

All USERS OUTSIDE THE US should apply for a Level 1 account.

Once you have successfully created a Level 1 eAuth account, you must send your USERNAME to the eTDE System Administrator at etdeadmin@usda.gov.

The eTDE System Administrator will add *your* USERNAME to the approved list of Level 1 users. Once your role is added, you will be able to access the eTDE Welcome Page at <http://www.etde.usda.gov> and login to eTDE.

All USERS LOCATED IN THE US should apply for a Level 2 account. Level 2 Access requires the user to show proof of identification to a Local Registration Authority.

Once you have successfully created a Level 2 USDA eAuth account, you must visit the nearest USDA Service Center in person and prove your identity with a current State Driver's License, State Photo ID, US Passport, and/or US Military ID. There is no charge for this service and locations of the USDA service centers are listed at <http://offices.sc.egov.usda.gov/locator/app?type=lra>. Please call the location in advance of your visit to ensure that a registration agent will be available to process your identity check.

REGISTERING YOUR E-AUTHENTICATION USER ACCOUNT IN THE ETDE SYSTEM

Users that have successfully completed their eAuthentication registration may click “Login to eTDE” to navigate to the eAuthentication Login Screen.

Note: There is a “government warning” message that is presented prior to the Login Screen. Click “Continue” to agree to terms and conditions.

From the eAuthentication Login Screen, login by entering your Username and Password exactly as registered through the eAuthentication registration process.

Note: First-time users will be directed to the eTDE Request Registration Page to set up their User Profile.

Complete the eTDE User Registration section.

Users have the option to “Request Entity Registration” which, if approved, would establish a new Entity (typically the company that you work for) to which individual Users would “associate”.

Note: The User that establishes an Entity will automatically become the Entity Administrator for that Entity once the registration is approved by the eTDE System Administrator.

If the User’s Entity has already been established by the Entity Administrator, the User may “Request Entity Association” by selecting the Entity Name listed on the Profile page.

Note: Email notifications are sent to the User and the entity Administrator indicating that the request has been made.

The Entity Administrator is responsible for Entity Association approvals for their registered Entity.

Note: Email notifications are sent to the User and the Entity Administrator indicating when the Entity Administrator has updated the status of the request to “Approved”, “Denied”, or “Pending”.

The Associated User now has access to the eTDE Home Page and the capability to access documents and certificates for which their Entity is the Document Provider, Document Owner, and/or access has been granted by the Document Owner.

Note: Access to Trade Documents and Certificates is based on the designation of Document Provider, Document Owner, and/or a Document User that has been granted access by the Document Owner.

Note: Users may have to disable pop ups in order to prevent “linkage not found” errors while navigating the eTDE system. If pop ups are allowed and a survey request comes up respond ‘NO’ to the request. If ‘page not found’ error occurs simply refresh page.